

Right Choice

<http://rightchoice.wiltshire.gov.uk/>

School Governance

SCHOOL GOVERNANCE SERVICE

Training and Development Programme:

Governors and Trustees

Clerks/Company secretaries

2020-2021



Wiltshire Council

Wiltshire School Governance Service supports governing boards to fulfil their responsibilities by providing a quality training and development programme for governors and trustees, headteachers, clerks and company secretaries, as they work together to create the best possible learning opportunities and outcomes for all pupils in their schools

Information about the School Governance Service annual package of support for schools can be found on the Right Choice website:

<http://rightchoice.wiltshire.gov.uk/P7468>

Remote learning – Autumn 2020

Please note that all our training and development sessions will be delivered remotely until at least December 2020, after which we will review how best to deliver our training programme. The information below including the T&Cs around face-to-face training will apply when we are able to deliver training face-to-face at a future date.

Details of all our training courses can be found on the Right Choice website.

Face to Face Learning

The School Governance Service, working alongside experienced colleagues in School Effectiveness, delivers an extensive yearly programme of training to meet the needs of governors/trustees, and clerks/company secretaries. A range of topics is covered at varying times and venues across the county.

For the most up to date information about the courses on offer please click on the Training tab on Right Choice, and search for courses under School Governance. See below for information about courses available this year and check on Right Choice for up-to-date details.

What is Cluster Training?

Cluster training is training held at mutually convenient locations for the governing boards of a cluster of schools. It can also be delivered to GBs via a remote platform; please enquire for details.

It could be simply getting together with one other governing board. Alternatively, it could involve one or two governors from several schools in an area. Or maybe governors from schools similar to yours – under 70 on roll, for example.

Contacting other governing boards to seek commitment is a good starting point, especially if a topic of real interest locally is on the agenda. From this, a date or programme of dates and topics can be agreed and publicised. If all governing boards in the cluster already subscribe to the Wiltshire annual subscription package there is no additional charge for any training we provide. Note that a cluster training event needs to guarantee an overall attendance of a minimum of twenty governors for a face to face event to be viable, and bookings will be made via Right Choice.

School Governance Service will provide the trainer, and the co-ordinator in the cluster will need to provide the venue – usually one of the schools in the cluster – and refreshments.

For more details contact Sandra Singer, Co-ordinator for School Leadership & Governance
sandra.singer@wiltshire.gov.uk | Tel. 01225 713821

TRAINING & DEVELOPMENT PROGRAMME, 2020-21

PLEASE NOTE: Further courses and/or dates may be added to the programme during the year

1. INDUCTION TRAINING FOR ALL GOVERNORS/TRUSTEES, & CLERKS

- **Induction training for new governors and trustees:** a series of 3 x interactive remote sessions for governors at community, VC and VA and foundation schools.
- **Induction sessions for LGB governors/trustees at MATs:** a series of 2 x interactive remote sessions
- **Induction training for clerks to governors**

2. OVERVIEW SESSIONS – FOR ALL GOVERNORS & TRUSTEES

- Safeguarding training for all Governors
- Special Educational Needs and Disabilities (SEND), an overview for all governors
- Governors’ finance overview – maintained schools
- Disadvantaged learners and use of the Pupil Premium funding

3. DEVELOPMENT SESSIONS FOR LINK GOVERNORS

- Disadvantaged pupils - network
- Link SEND governors’ network
- Link safeguarding governors’ network
- Chairs/vice-chairs training development network

4. SPECIFIC ROLES AND AREAS OF FOCUS ON THE GOVERNING BOARD

- Head Teacher Performance Management for governors
- Ofsted preparation for governors
- Getting to know the EYFS – for school governors
- Promoting children’s health and wellbeing at school
- Structural change management for governors
- Monitoring and reviewing impact
- The strategic use of data in primary schools
- The strategic use of data in secondary schools
- Health and Safety responsibilities for governors in Primary Schools
- Health and Safety responsibilities for governors in Secondary Schools
- Finance in depth (face-to-face sessions during 2021, tbc)
- Governors’ staffing panels
- Children in care – the role of the governing body
- Pay panel oversight for governors
- The role of the governor in quality first teaching

5. GOVERNOR BRIEFINGS

- Termly topical updates for all governors

6. CLERKS / COMPANY SECRETARIES

- Agenda and minute-taking workshop
- Clerks’ Conference

See p.11 for **TERMS & CONDITIONS**

1. INDUCTION FOR ALL GOVERNORS/TRUSTEES and CLERKS

For more information and to book a place, click on the [Training](#) tab on Right Choice.

Find the course by course title, governor role or course code.

Places are free to schools subscribing to School Governance

• INDUCTION TRAINING FOR NEW GOVERNORS, 2020-21

All new governors and trustees are strongly encouraged to attend an introductory induction session within 18 months.

The course will be offered as 3 x interactive remote sessions for governors at LA maintained schools. They will clarify the purpose and core functions of governing boards, assist governors with getting to know their school and build confidence in fulfilling their responsibilities effectively.

2 x interactive remote sessions for new LGB governors and trustees at MATs will also be offered (tbc)

	Dates/times			Course code
Induction training for new governors	Thurs 8 Oct, 9.30-11.30	Thurs 15 Nov, 9.30-11.30	Thurs 10 Dec, 9.30-11.30	GOV-1020-T010
Induction training for new governors	Weds 18 Nov, 11.00-13.00	Weds 25 Nov, 11.00-13.00	Weds 16 Dec, 11.00-13.00	GOV-1120-T010

• MAT LGB GOVERNOR INDUCTION

Details tbc

TBC	TBC	
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• INDUCTION TRAINING FOR CLERKS TO GOVERNORS

A session for Clerks/company secretaries to governing boards and academies enabling clerks to understand the key requirements of the clerking role and also to know what support and training is available and how to access it. An informal and fully interactive session.

Type of Training	Date	Time	Course code
Interactive session via Teams	Tuesday 6 October	10.00-11.30	GOV-1020-T004

2. OVERVIEW SESSIONS – TRAINING RECOMMENDED FOR ALL GOVERNORS AND TRUSTEES

For more information and to book a place, click on the [Training](#) tab on Right Choice.

Find the course by course title, governor role or course code.

Places are free to schools subscribing to School Governance.

See Right Choice under each course for specific details about charges for non-subscribing schools and, where applicable, discounts for multiple bookings from one school.

• SAFEGUARDING TRAINING FOR ALL GOVERNORS

Safeguarding is everyone's responsibility. This training has been developed to enable you to fulfil your responsibility as a governor in safeguarding and promoting the welfare of children in your school, with reference to 'Keeping Children Safe in Education 2020'.

Remote, broadcast	Tuesday 13 October	16.00-17.30	GOV-1020-T003
	Jan 2021 (tbc)		
	May 2021 (tbc)		

- **SPECIAL EDUCATIONAL NEEDS AND DISABILITIES (SEND): AN OVERVIEW**

Details TBC

- **GOVERNORS' FINANCE OVERVIEW – MAINTAINED SCHOOLS**

Designed for all governors in LA maintained schools. This course will explore the basics of school funding and the governors' role in monitoring finance.

Remote, Interactive session	Wednesday 30 September	16.00-18.00	GOV-0920-T003
Remote, Interactive session	Thursday 22 April	09.30-11.30	GOV-0421-T002

- **DISADVANTAGED pupils and use of the Pupil Premium funding**

The role of the pupil premium governor has never been so important. A basic starter course for those new to governance, learning how to ensure that pupil premium funding in your school is having an impact on the outcomes of disadvantaged pupils. Note that this is a two-session course.

On-line webinar, session 1	Wednesday 7 October	17.00-18.30	GOV-1020-T006
Remote interactive, session 2	Wednesday 27 January	17.00-18.30	GOV-1020-T006

3. LINK GOVERNORS: NETWORK DEVELOPMENT SESSIONS

A series of remote networking sessions for link governors, to develop knowledge and good practice over the year.

Each interactive session will be 1.5hr duration and be hosted by an LA adviser.

- Disadvantaged pupils - network
- SEND - network
- Safeguarding - network
- Chairs - network

- **DISADVANTAGED PUPILS – GOVERNORS' NETWORK**

The role of the pupil premium governor has never been so important.
Details TBC

- **LINK SEND GOVERNORS' NETWORK**

Details TBC

- **LINK SAFEGUARDING GOVERNORS' NETWORK**

By the end of the sessions you will have had a chance to build confidence in your understanding of the role of 'safeguarding link governor' and acquired the skills to evaluate the safeguarding effectiveness practices within your particular school setting by asking the right questions, to the right people at the right time. *Note the dates; course to be published on Right Choice shortly.*

Remote session	Tuesday 6 October	15.30-17.00	GOV-1020-T007
Remote session	Tuesday 8 December	15.30-17.00	
Remote session	Tuesday 9 February	15.30-17.00	
Remote session	Tuesday 23 March	15.30-17.00	
Remote session	Wednesday 16 June	15.30-17.00	

- **CHAIRS/VICE-CHAIRS TRAINING DEVELOPMENT NETWORK**

A chance to share good practice and arouse your curiosity around board effectiveness through reflective discussions and activities. *Note the dates; course to be published on Right Choice shortly.*

Interactive session via Teams	Tuesday 13 October	09.30-11.00	GOV-1020-T008
Interactive session via Teams	Thursday 19 November	09.30-11.00	
Interactive session via Teams	Wednesday 13 January	16.00-17.30	
Interactive session via Teams	Tuesday 09 March	16.00-17.30	
Interactive session via Teams	Tuesday 15 June	09.30-11.00	

4. SPECIFIC ROLES AND AREAS OF FOCUS ON THE GOVERNING BOARD

For more information and to book a place, click on the [Training](#) tab on Right Choice. Find the course by course title, governor role or course code.

Places are free to schools subscribing to School Governance.

See Right Choice under each course for specific details about charges for non-subscribing schools and, where applicable, discounts for multiple bookings from one school.

- **HEAD TEACHER PERFORMANCE MANAGEMENT FOR GOVERNORS**

A session for governors from schools which buy into the LA HR Advisory Services. Governors will gain a good understanding of the HT PM process and their role in this, including access to a new Toolkit. Note that the training takes place across two virtual sessions.

Remote, webinar session	Wednesday 23 Sept (1)	16.00-17.00	GOV-0920-T004
Remote, interactive session	Wednesday 30 Sept (2)	16.00-17.00	GOV-0920-T004

- **OFSTED PREPARATION FOR GOVERNORS**

This session will provide an opportunity for governors to review the Education Inspection Framework (EIF) and understand the implications that the new framework holds for them as part of the Senior Leadership Team. Governors and trustees will be able to reflect, share best practice and ask questions about how effective boards operate.

Interactive session, by Teams	Wednesday 04 November	17.00-18.30	GOV-1120-T004
Interactive session, by Teams	Thursday 28 January	14.30-16.00	GOV-0121-T002
Interactive session, by Teams	Thursday 18 March	09.30-11.00	GOV-0321-T001

- **GETTING TO KNOW THE EYFS – FOR SCHOOL GOVERNORS**

This is a course designed to improve school governors' knowledge of their roles and responsibilities within Early Years.

We will look at the data, what this looks like and what it means for your school. We will consider what is good practice and what governors should be looking for/seeing in an Early Years classroom.

Interactive session, by Teams	Tuesday 17 November	09.30-11.30	GOV-1120-T003
Interactive session, by Teams	Wednesday 11 February	13.30-15.30	GOV-0221-T001

- **PROMOTING CHILDREN'S HEALTH AND WELL-BEING AT SCHOOL**

Considering how to implement a whole school approach to health and wellbeing, and the governor's role in shaping and communicating school policy in the areas of PSHE education, SMSC and Personal Development.

Places are free to schools subscribing to School Governance / £29 for non-subscribing schools. A discounted rate for multiple bookings from the same site/school.

Recording, remote broadcast	Wednesday 11 November	16.00-17.00	GOV-1120-T007
Recording, remote broadcast	Monday 8 March	16.00-17.00	GOV-0321-T002

- **STRUCTURAL CHANGE MANAGEMENT FOR GOVERNORS**

This course will enable governors to consider the process of restructuring and the reasons why a school may need to restructure itself, with the use of a live case-study. Consider the implications for a restructure, and how to approach these.

Interactive session, by Teams	Wednesday 14 October	15.00-16.30	GOV-1020-T005

- **MONITORING AND REVIEWING IMPACT**

This course will give governors a clearer understanding of what monitoring and reviewing impact means and why effective monitoring is such a key aspect of a governor's role in the school improvement process.

Interactive session, by Teams	Wednesday 11 November	09.30-11.30	GOV-1120-T006
Interactive session, by Teams	Thursday 14 January	14.30-16.30	GOV-0121-T003
Interactive session, by Teams	Tuesday 20 April	17.00-19.00	GOV-0421-T001

- **THE STRATEGIC USE OF DATA IN PRIMARY SCHOOLS**

This session is designed for governors who have a leading role on the Governing Body or Local Advisory Board for the analysis of school performance data and assessment.

Recording, remote broadcast	Wednesday 9 December	16.00-17.00	GOV-1220-T002

- **THE STRATEGIC USE OF DATA IN SECONDARY SCHOOLS**

TBC

- **HEALTH & SAFETY RESPONSIBILITIES FOR GOVERNORS IN PRIMARY SCHOOLS**

This session will help make clear the relative priorities for Governors and explain what enforcement inspectors will want to see in place.

Recording, remote broadcast	Thursday 8 October	10.00-11.30	GOV-1020-T001

- **HEALTH & SAFETY RESPONSIBILITIES FOR GOVERNORS IN SECONDARY SCHOOLS**

This session will help make clear the relative priorities for Governors and explain what enforcement inspectors will want to see in place.

Recording, remote broadcast	Thursday 15 October	13.30-15.00	GOV-1020-T002

- **FINANCE IN DEPTH (FACE-TO-FACE SESSIONS DURING 2021)**

Details of this face-to-face session will be available in due course

- **GOVERNORS' STAFFING PANELS**

This session aims to give school governors a good understanding of their roles and the roles of others in the management of investigations in relation to staff conduct and their roles and responsibilities in relation to staffing panels.

Interactive session, by Teams	Tuesday 3 November	09.30-12.30	GOV-1120-T008
Interactive session, by Teams	Tuesday 1 June	09.30-12.30	GOV-0621-T001

- **CHILDREN IN CARE – THE ROLE OF THE GOVERNING BODY**

Understand the role of the governing body in promoting the educational attainment of looked-after and previously looked-after children, with regard to DfE statutory guidance.

Recording, remote broadcast	Friday 11 September	09.00-10.30	GOV-0920-T001
Recording, remote broadcast	Monday 18 January	16.00-17.30	GOV-0121-T001

- **PAY PANEL OVERSIGHT FOR GOVERNORS**

Details tbc

- **THE ROLE OF THE GOVERNOR IN QUALITY FIRST TEACHING**

This course examines the role of the Governor in promoting Quality First Teaching as a top priority on the agenda of all school improvement strategies and provides practical support, advice and guidance on how best to support your school to achieve this aim.

Interactive session, by Teams	Wednesday 4 November	16.00-17.30	GOV-1120-T005
Interactive session, by Teams	Wednesday 3 February	16.00-17.30	GOV-0221-T002
Interactive session, by Teams	Wednesday 12 May	16.00-17.30	GOV-0521-T001

• WILTSHIRE GOVERNORS' CONFERENCE, 10 November 2020

Designed for all governors

Guest keynote speaker: Leora Cruddas, CEO, The Confederation of School Trusts, the national organisation and sector body for school trusts in England, advocating for, connecting and supporting executive and governance leaders; leading and inputting into SAGE.

Vice-chair of the Head Teacher Standards Review Group. Extensive experience at senior executive level working to improve the effectiveness and quality of education.

More information available shortly

Tuesday 10 November 2020	Remote. Details tbc <i>Book via Right Choice shortly</i>	Times tbc	GOV-1120-T001
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5. GOVERNORS' BRIEFINGS

For more information and to book a place, click on the [Training](#) tab on Right Choice. Find the course by course title, governor role or course code.

Places are free to schools subscribing to School Governance.

See Right Choice under each course for specific details about charges for non-subscribing schools and, where applicable, discounts for multiple bookings from one school.

• REGULAR GOVERNORS' BRIEFING SESSIONS, TO ENSURE GOVERNORS KEEP UP TO DATE

These termly sessions will update and inform governors about what schools are doing at an operational level, then focussing on what this means for governors and trustees with their strategic oversight. The sessions will provide governors with a good basis for asking questions to support strategic conversations with schools.

Interactive session, by Teams	Monday 14 September	16.00-17.30	GOV-0920-T005
Interactive session, by Teams	Wednesday 18 November	16.00-17.30	GOV-1120-T009
Interactive session, by Teams	Wednesday 20 January	16.00-17.30	GOV-0121-T005
Interactive session, by Teams	Thursday 4 March	16.00-17.30	GOV-0321-T003
Interactive session, by Teams	Wednesday 28 April	16.00-17.30	GOV-0421-T003
Interactive session, by Teams	Thursday 1 July	16.00-17.30	GOV-0721-T001

6. TRAINING FOR CLERKS

For more information and to book a place, click on the [Training tab](#) on Right Choice. Find the course by course title, date of course or course code.

- **AGENDA AND MINUTE-TAKING WORKSHOPS**

Designed for all clerks/company secretaries. A practical ‘hands-on’ session, looking at good practice and sharing ideas. Lots of practical advice to take away.

Places are free to schools subscribing to School Governance

Interactive session, by Teams	November (date tbc)		

- **CLERKS’ CONFERENCE**

Designed for clerks in all schools.

Date and further details to be confirmed.

For further details and to book a place on a training course, please go to: <http://rightchoice.wiltshire.gov.uk> or alternatively contact your clerk to governors. Your username is your governor email address.

TERMS & CONDITIONS:

- This list of training courses is subject to change, as becomes necessary, and further courses may be added to the programme during the year and will be publicised to governing boards via the weekly Clerks' Mail. Check for up-to-date information at any time on the Right Choice website at <http://rightchoice.wiltshire.gov.uk> or contact the School Governance Service (see below).
- A course may have to be cancelled if it becomes non-viable due to a low number of bookings. Governors who have already reserved a place will be notified by email if a course has to be cancelled or postponed.
- If you are allocated a place on a course but cannot attend, **please let us know** so that your place can be offered to another governor. We reserve the right to charge £30 for subscribing governors who fail to attend courses without informing us prior to the event. Non-subscribers will be charged the full cost of the course as per terms & conditions on right Choice.
- Unlimited access to courses is included as part of the subscription to the School Governance Service package. Schools who do not subscribe can buy into courses on an ad hoc basis and will be charged per place booked, which may be at discounted rates for governors from the same school for some courses, where applicable.
- For general enquiries School Improvement admin officers can be contacted via email: julia.kirwan@wiltshire.gov.uk / gillian.kemp@wiltshire.gov.uk

For further terms & conditions, please see the School Governance Service publication: 'Annual Subscription Offer 2020-21'.

Please note that this document is accurate as far as can be ascertained. However, changes or amendments may have to be made after the information has been circulated.

Please always check for accurate details on Right Choice, or by contacting the School Governance Service team.

GovernorServices@wiltshire.gov.uk

Sept. 2020